This Test Security Response Form is intended for **internal school use only** by a Test Administrator and/or Proctor. This Form must be filled out by the individual that witnessed the testing security concern and reported to the school’s Test Coordinator (TC) or Principal (PR), for official submission through the *Submit Test Administration Forms* in TIDE.

|  |  |  |
| --- | --- | --- |
| **2023-2024 Hawaiʿi Statewide Assessment Program Test Security Response Form** | | |
| School: | | Today's Date: |
| Person Completing this Report: | | |
| E-mail: | Test Administrator Name: | |
|  | | |
| Severity Level: □ Impropriety □ Irregularity □ Breach | | Initiated by: □ Adult □ Student □ Other/NA |
| Assessment: □ Smarter Balanced ELA/Literacy CAT □ Smarter Balanced ELA/Literacy PT  □ Smarter Balanced Mathematics □ HSA Science (NGSS)  □ Algebra 1 EOC □ Algebra 2 EOC □ Biology 1 (NGSS) EOC  □ HSA-Alt □ ACCESS for ELLs □ KĀʻEO | | |
| Date/Time of Incident: | Grade Level: | Test Session ID: |
|  | | |

Description of Incident:

|  |
| --- |
|  |

Description of School Action Taken:

|  |
| --- |
|  |

Adults Involved:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Assessment Role** | **Description of Involvement** | **Action Taken** |
|  |  |  |  |
|  |  |  |  |

Students Involved:

|  |  |  |
| --- | --- | --- |
| **SSID** | **Description of Involvement** | **Action Taken** |
|  |  |  |
|  |  |  |

The TC/PR should retain the original form for documentation purposes.

See *Appendix AA* in the *Smarter Balanced Summative Test Administration Manual* for TC/PR TIDE submission instructions.

Only after the Assessment Section approved this submission, should the TC/PR submit as Testing Incident in TIDE.